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SUBJ/IMPLEMENTATION OF DEFAULT SPLIT DISBURSEMENT FOR DOD

/CIVILIAN EMPLOYEES (TTM03-06)//

RMKS/

REF A. PUBLIC LAW 107-314, THE BOB STUMP NATIONAL DEFENSE AUTHORIZATION ACT FOR FY 2003, SECTION 1008.

REF B. UNDER SECRETARY OF DEFENSE MEMORANDUM DATED APRIL 23, 2003, SUBJECT: IMPLEMENTATION OF LEGISLATIVE CHANGES TO THE DEPARTMENT OF DEFENSE (DOD) TRAVEL CHARGE CARD PROGRAM.

REF C. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR), VOLUME 9, CHAPTERS 3 AND 8.

REF D. PUBLIC LAW 105-264, TRAVEL AND TRANSPORTATION REFORM ACT OF 1998.

REF E. TRAVEL TECHNICAL MESSAGE 97-11, SUBJECT: SPLIT DISBURSEMENT FOR TRAVEL PAYMENTS, DTG R211108Z AUG 97.

1. THIS MESSAGE IMPLEMENTS DEFAULT SPLIT DISBURSEMENT AS ALLOWED BY REF A AND REQUIRED BY REF B. THIS MESSAGE PROVIDES INTERIM IMPLEMENTING GUIDANCE UNTIL FINAL GUIDANCE APPEARS IN REF C AND IS EFFECTIVE FOR TRAVEL BEGINNING ON AND AFTER SEPTEMBER 19, 2003. THIS MESSAGE APPLIES TO DOD CIVILIAN TRAVELERS WHO HAVE THE DEFENSE TRAVEL CARD (HEREAFTER CALLED THE TRAVEL CARD).

2. THESE PROVISIONS APPLY TO TEMPORARY DUTY (TDY) TRAVEL AND TO PARTIAL/ACCRUAL PAYMENTS FOR LONG TERM TDY. SPLIT DISBURSEMENT IS NOT AVAILABLE FOR PERMANENT CHANGE OF STATION (PCS) PAYMENTS. MOST LOCAL TRAVEL IS EXEMPT FROM REQUIRED USE OF THE TRAVEL CARD, BUT IF THE TRAVEL CARD IS USED FOR LOCAL TRAVEL, SPLIT DISBURSEMENT IS TO BE USED. SINCE THERE IS NO SPLIT DISBURSEMENT BLOCK ON THE SF 1164 (CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS) USED TO CLAIM LOCAL TRAVEL, TRAVELERS WILL SPECIFY SPLIT DISBURSEMENT AND THE DOLLAR AMOUNT TO BE SENT IN BLOCK 12 OF THE SF 1164, WHEN APPROPRIATE.

3. CURRENTLY FOR ARMY AND DEFENSE AGENCIES SERVICED BY THE DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS), PARTIAL/ACCRUAL PAYMENTS DO NOT NEED A REVIEWER'S SIGNATURE AND DATE BECAUSE THEY ARE NOT FINAL PAYMENTS. HOWEVER, FOR TRAVEL BEGINNING ON AND AFTER SEPTEMBER 19, 2003, A REVIEWER'S SIGNATURE AND DATE IS REQUIRED ON PARTIAL/ACCRUAL TDY PAYMENTS TO ENSURE THE DEFAULT SPLIT DISBURSEMENT PROVISIONS ARE FOLLOWED. THE REVIEWER FOR A PARTIAL/ACCRUAL PAYMENT MAY BE AT THE TRAVELER'S PERMANENT DUTY STATION OR SOMEONE AT THE TDY POINT HAVING KNOWLEDGE OF THE TRAVELER'S TRIP. THE DETERMINATION OF WHO WILL REVIEW A PARTIAL/ACCRUAL CLAIM IS MADE BY THE TRAVEL ORDER-ISSUING OFFICIAL. BECAUSE OF THIS REQUIREMENT,

TRAVELERS MUST ENSURE THERE IS SUFFICIENT INFORMATION ON THE PARTIAL/ACCRUAL VOUCHER FOR THE TRAVEL OFFICE TO CONTACT THEM AT THE TDY LOCATION IN CASE OF A PROBLEM WITH THE PARTIAL/ACCRUAL CLAIM.

4. IT IS IMPORTANT THAT TRAVEL ORDERS CONTAIN THE PROVISIONS REQUIRED BY REFS C AND D CONCERNING WHETHER OR NOT THE TRAVELER HAS A TRAVEL CARD. FREQUENT TRAVELERS ARE REQUIRED TO HAVE AND USE A TRAVEL CARD UNLESS OTHERWISE EXEMPTED FROM USE OF THE TRAVEL CARD UNDER REF C. INFREQUENT TRAVELERS ARE EXEMPT FROM USE OF THE TRAVEL CARD, BUT MAY USE IT ON A VOLUNTARY BASIS.

5. SPLIT DISBURSEMENT SENDS FUNDS DIRECTLY TO THE DEFENSE TRAVEL CARD ISSUING COMPANY ONLY. SPLIT DISBURSEMENT IS NOT AVAILABLE TO SEND FUNDS TO OTHER CHARGE CARD COMPANIES.

6. REF B REQUIRES THAT THE AMOUNT DESIGNATED FOR SPLIT DISBURSEMENT IS TO REFLECT ALL CHARGES ON THE CARD ASSOCIATED WITH THE TRIP BEING SETTLED, TO INCLUDE THOSE FOR WHICH RECEIPTS ARE NOT REQUIRED (SUCH AS MEALS). IT IS THE RESPONSIBILITY OF THE SUPERVISOR/TRAVEL APPROVING OFFICIAL/REVIEWER TO ENSURE THAT THE AMOUNT LISTED FOR SPLIT DISBURSEMENT REPRESENTS THE CHARGES MADE AND IS NOT JUST A TOKEN AMOUNT. ANY ENTITLEMENT DUE THE TRAVELER IN EXCESS OF THE AMOUNT LISTED WILL BE SENT TO THE TRAVELER'S ELECTRONIC FUNDS TRANSFER (EFT) ACCOUNT. TRAVEL OFFICES SHOULD NOT RESEARCH A TRAVELER'S CHARGE CARD ACCOUNT THROUGH THE ELECTRONIC ACCOUNT GOVERNMENT LEDGER SYSTEM (EAGLS) TO DETERMINE THE AMOUNT CHARGED ON THE TRAVELER'S ACCOUNT.

7. MANDATORY SPLIT DISBURSEMENT FOR BARGAINING UNIT CIVILIAN TRAVELERS MUST BE BARGAINED WITH LOCAL UNIONS. ONCE BARGAINING IS COMPLETE, THE SAME PROCEDURES AS USED FOR MILITARY TRAVELERS WILL APPLY TO CIVILIAN TRAVELERS.

8. BARGAINING FOR DEFAULT SPLIT DISBURSEMENT HAS BEEN COMPLETED BY ALL DOD SERVICES AND AGENCIES EXCEPT THE DEFENSE CONTRACT AUDIT AGENCY (DCAA). FOR AGENCIES AND ACTIVITIES WHERE BARGAINING FOR DEFAULT SPLIT DISBURSEMENT HAS BEEN COMPLETED, THE DEFAULT SPLIT DISBURSEMENT PROCEDURES WILL BE USED FOR CIVILIAN EMPLOYEES UNTIL THE MANDATORY PROVISIONS ARE BARGAINED.

9. EFFECTIVE FOR TRAVEL PERFORMED BEGINNING ON AND AFTER SEPTEMBER 19, 2003, DEFAULT SPLIT DISBURSEMENT WILL BE IMPLEMENTED AS FOLLOWS:

A. CIVILIAN TRAVELERS MUST COMPLETE BLOCK 1 ON THE DD FORM 1351-2. IT IS THE REVIEWER'S RESPONSIBILITY TO ENSURE THIS BLOCK IS COMPLETED BEFORE THEY SIGN AS A REVIEWING OFFICIAL ON THE TRAVEL SETTLEMENT VOUCHER. TRAVEL OFFICES WILL DISBURSE TRAVEL PAYMENTS IN ACCORDANCE WITH THE INSTRUCTIONS IN BLOCK 1 OF THE DD FORM 1351-2. CIVILIANS ARE ENCOURAGED TO USE THE SPLIT DISBURSEMENT OPTION TO THE MAXIMUM EXTENT POSSIBLE.

B. IF THE TRAVEL CLAIM REACHES THE TRAVEL OFFICE WITH A REVIEWER'S SIGNATURE, BUT BLOCK 1 IS EMPTY, THE TRAVEL OFFICE WILL REVIEW THE TRAVEL ORDER TO DETERMINE IF THE TRAVELER IS A CHARGE CARD HOLDER.

1. IF THE TRAVEL ORDER STATES THAT THE TRAVELER IS A CHARGE CARD HOLDER, THE TRAVEL OFFICE WILL ADD THE LODGING RECEIPT, THE RENTAL CAR CHARGES, AND ANY AIR FARE

CLAIMED, AND WILL SEND THE SUM DIRECTLY TO THE TRAVEL CHARGE CARD COMPANY AS A SPLIT DISBURSEMENT. ANY EXCESS ENTITLEMENT WILL BE DEPOSITED TO THE TRAVELER'S EFT ACCOUNT. TRAVEL CHIEFS WILL REVIEW ALL DEFAULT SPLIT DISBURSEMENT COMPUTATIONS BEFORE THE PAYMENT IS SENT TO ENSURE THE COMPUTATION IS CORRECT AND THAT THE TRAVEL ORDER STATES THAT THE TRAVELER IS A CHARGE CARD HOLDER. TRAVEL CHIEFS WILL INITIAL THE RETAINED COPY OF THE TRAVEL VOUCHER AS SUBSTANTIATION THAT THEY HAVE REVIEWED THE DEFAULT SPLIT DISBURSEMENT COMPUTATION BEFORE IT IS UPLOADED FOR PAYMENT.

2. IF THE TRAVEL ORDER STATES THAT THE TRAVELER IS NOT A CHARGE CARD HOLDER, THE TRAVEL PAYMENT WILL BE SENT TO THE TRAVELER'S EFT ACCOUNT.

3. IF THE TRAVEL ORDER IS SILENT AS TO WHETHER OR NOT THE TRAVELER IS A CHARGE CARD HOLDER, THE TRAVEL OFFICE MAKES ONE ATTEMPT TO CONTACT THE TRAVELER. CONTACT WILL BE BY E-MAIL IF AN E-MAIL ADDRESS IS PROVIDED, OR BY TELEPHONE IF NO E-MAIL ADDRESS IS PROVIDED. TRAVELERS WILL BE GIVEN 48 HOURS TO PROVIDE A DD FORM 1351-2 WITH BLOCK 1 PROPERLY COMPLETED. IF NO DD FORM 1351-2 IS RECEIVED IN THE TRAVEL OFFICE WITHIN 48 HOURS, THE TRAVEL OFFICE WILL RETURN THE TRAVEL SETTLEMENT VOUCHER FOR CORRECTION AND RESUBMISSION. REVIEWERS MUST SIGN AND DATE THE CORRECTED VOUCHERS BEFORE RESUBMISSION TO THE TRAVEL OFFICE. TRAVEL OFFICES WILL ANNOTATE ON THE RETURN LETTER THAT THE TRAVEL AND TRANSPORTATION REFORM ACT OF 1998 REQUIRES THE ORDERS TO STATE WHETHER OR NOT THE TRAVELER IS A CHARGE CARD HOLDER, AND THAT THE ORDERS FOR THAT PARTICULAR TRIP DO NOT CONTAIN THE NECESSARY INFORMATION. THE LETTER WILL ALSO INDICATE THAT BLOCK 1 MUST BE COMPLETED BEFORE PAYMENT WILL BE MADE.

10. IN THE EVENT THAT FUNDS ARE SENT TO THE CHARGE CARD COMPANY IN ACCORDANCE WITH THE PROCEDURES ABOVE, AND THE TRAVELER'S CARD ACCOUNT HAS A CREDIT BALANCE, IT IS THE TRAVELER'S RESPONSIBILITY TO CONTACT THE CHARGE CARD COMPANY DIRECTLY AND REQUEST A REFUND OF ANY OVERPAYMENT. ACCORDING TO THE CONTRACT GOVERNING THE CHARGE CARD PROGRAM, IF AN ACCOUNT IS OVERPAID, THE CHARGE CARD COMPANY WILL REFUND EXCESS PAYMENTS TO TRAVELERS WITHIN 10 BUSINESS DAYS OF NOTIFICATION BY AN INDIVIDUAL CARDHOLDER AND WITHIN 120 BUSINESS DAYS WITHOUT NOTIFICATION.

11. THIS MESSAGE HAS BEEN COORDINATED WITH THE US ARMY MAJOR COMMANDS AND THE DEFENSE AGENCIES.

12. POINT OF CONTACT FOR THIS MESSAGE IS SYSTEMS AND PROCEDURES OFFICE, TRAVEL PAY SERVICES, 317-510-5372/1049/5385, DSN 699-5372/1049/5385.//

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